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**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**01 NONDEPARTMENTAL**  
**0101 CITY COUNCIL**  
**0001 LEGISLATION & RECORDKEEPING**

<i>Account Number</i>	<i>2021 Budget</i>	<i>2021 Adj. Budget</i>	<i>2021 A&amp;E</i>	<i>2022 Prop. Budget</i>
0001-02 PERMANENT WAGES	208,182	208,182	208,182	214,396
0001-04 TEMPORARY WAGES	110,000	0	0	50,000
<b>Line Item Detail</b>				
1 PT Legislative Aide				50,000.00
		Line Items Total		50,000.00
0001-08 LONGEVITY	3,290	3,290	3,290	3,398
0001-12 FICA	20,003	20,003	20,003	20,486
<b>Line Item Detail</b>				
1 FICA				20,486.24
		Line Items Total		20,486.24
0001-14 PENSION	15,327	15,327	15,327	17,262
<b>Line Item Detail</b>				
1 MMO				17,262.00
		Line Items Total		17,262.00
0001-16 INSURANCE - EMPLOYEE GRP	51,324	51,324	51,324	50,892
<b>Line Item Detail</b>				
1 INS				50,892.00
		Line Items Total		50,892.00
0001-26 PRINTING	2,000	900	500	1,000
<b>Line Item Detail</b>				
1 Managed Print Service - per IT				1,000.00
		Line Items Total		1,000.00
0001-28 MILEAGE REIMBURSEMENT	300	0	0	300
<b>Line Item Detail</b>				
1 Mileage Reimbursement Expense				300.00
		Line Items Total		300.00
0001-32 PUBLICATIONS & MEMBERSHIP	485	485	485	485
<b>Line Item Detail</b>				
1 Publications and membership service fees				485.00

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**01 NONDEPARTMENTAL**  
**0101 CITY COUNCIL**  
**0001 LEGISLATION & RECORDKEEPING**

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Prop. Budget</b>
		Line Items Total		485.00
0001-34 TRAINING & PROF. DEVELOP	5,000	5,000	2,500	5,000
<b>Line Item Detail</b>				
1 Training and Professional Development Services				5,000.00
		Line Items Total		5,000.00
0001-44 LEGAL SERVICES	0	35,000	35,000	35,000
<b>Line Item Detail</b>				
1 Legal Services for Council's Solicitor				35,000.00
		Line Items Total		35,000.00
0001-46 OTHER CONTRACT SERVICES	290,000	252,816	100,000	240,000
<b>Line Item Detail</b>				
1 Contingency funds for legal and other consulting services				140,000.00
2 City's annual financial audit				50,000.00
3 Additional Consulting Services				50,000.00
		Line Items Total		240,000.00
0001-50 OTHER SERVICES & CHARGES	12,500	21,100	12,500	12,500
<b>Line Item Detail</b>				
1 Other Services & Charges including:				12,500.00
Legal Ads				
City Council Photography				
Watson Skinner Memorial Award				
		Line Items Total		12,500.00
0001-56 UNIFORMS	0	500	0	0
0001-68 OPERATING MATERIALS & SUPP	700	700	700	700
<b>Line Item Detail</b>				
1 Operating Materials & Supplies				350.00
2 Office Supplies				350.00
		Line Items Total		700.00
0001-72 EQUIPMENT	0	1,400	1,212	0
<b>Total LEGISLATION &amp; RECORDKEEPING</b>	<b>719,111</b>	<b>616,027</b>	<b>451,023</b>	<b>651,419</b>

## PROGRAM DETAIL

<b>Bureau:</b> City Council	<b>No:</b> 000-01-0101	<b>Department:</b> Non-Departmental	<b>Program:</b> Legislation & Recordkeeping	<b>Program No:</b> 0001
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### Program Description:

This program carries out the legislative function of government and performs activities related to record keeping. Legislative functions include maintaining lines of communication with citizens, developing, and evaluating policy, and providing legislative oversight. Record Management includes record keeping, as mandated by law, including keeping of minutes, preparing, and retaining legislation, meeting advertising requirements and maintaining the City's Code.

### Goal(s):

- To work and support the administrative staff to ensure that public funds are used to deliver quality services in the most cost-effective and efficient manner which will make the city of Allentown a better place in which to live, work and play.
- Conduct strategy and goal setting targets in each major committee.
- To assist in the facilitation, development, and evaluation of city policy.
- To foster citizen awareness, understanding and participation in government.
- To improve communication with other local government agencies representing the City's interest.

### Measurable Budget Year Objectives and Long-Range Targets:

- To evaluate/develop/facilitate city policy in each of council's committees.
- To maintain open lines of communication with citizens in the establishment of public meetings.
- To conduct and give oversight to City business in the review and adoption of ordinances and resolutions.
- Conduct the Annual Audit.
- Follow up on recommendations of the Novak Report.

<b>Impact/Output Measures</b>	<b>2019 Actual</b>	<b>2020 Estimated</b>	<b>2022 Target</b>
Policy formulation/Evaluation Areas		2	1
Formation of Strategic Plans		2	1
Attendance at Public Meetings		150	150
Approval of Legislation		200	200
Meetings Organized		150	150
Ordinances, Resolutions, Minutes Files		350	350

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**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**01 NONDEPARTMENTAL**  
**0201 OFFICE OF THE MAYOR**  
**0001 EXECUTIVE MANAGEMENT**

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Prop. Budget</b>
0001-02 PERMANENT WAGES	475,354	475,354	475,354	463,060
0001-04 TEMPORARY WAGES	20,000	20,000	0	0
0001-08 LONGEVITY	2,897	2,897	2,897	3,146
0001-12 FICA	38,116	38,116	38,116	35,665
<b>Line Item Detail</b>				
1 FICA				35,664.76
		Line Items Total		35,664.76
0001-14 PENSION	53,644	53,644	53,644	51,786
<b>Line Item Detail</b>				
1 MMO				51,786.00
		Line Items Total		51,786.00
0001-16 INSURANCE - EMPLOYEE GRP	179,634	179,634	179,634	152,676
<b>Line Item Detail</b>				
1 INS				152,676.00
		Line Items Total		152,676.00
0001-22 TELEPHONE	1,000	0	0	0
0001-26 PRINTING	1,000	700	700	700
<b>Line Item Detail</b>				
1 Managed Print Service - per IT				700.00
		Line Items Total		700.00
0001-28 MILEAGE REIMBURSEMENT	100	100	100	100
<b>Line Item Detail</b>				
1 Mileage reimbursement				100.00
		Line Items Total		100.00
0001-32 PUBLICATIONS & MEMBERSHIP	2,750	2,750	900	2,750
<b>Line Item Detail</b>				
1 Various city-related issues. Membership for "Foundation Directory On-line" for grant management.				1,850.00
2 ICMA Membership				900.00
		Line Items Total		2,750.00
0001-34 TRAINING & PROF. DEVELOP	2,000	2,000	200	2,000
<b>Line Item Detail</b>				

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**01 NONDEPARTMENTAL**  
**0201 OFFICE OF THE MAYOR**  
**0001 EXECUTIVE MANAGEMENT**

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Prop. Budget</b>
<b>Line Item Detail</b>				
1 Due to Covid restrictions must conferences were virtual. Monies to remain the same for the 2022 budget.				2,000.00
		Line Items Total		2,000.00
0001-40 CIVIC EXPENSES	250	250	0	250
<b>Line Item Detail</b>				
1 Staff Attendance at Community functions				250.00
		Line Items Total		250.00
0001-46 OTHER CONTRACT SERVICES	4,000	4,000	300	4,000
<b>Line Item Detail</b>				
1 This account is used at the discretion of the Mayor to provide various professional services for the city.				4,000.00
		Line Items Total		4,000.00
0001-50 OTHER SERVICES & CHARGES	3,000	3,000	1,500	3,000
<b>Line Item Detail</b>				
1 Amount budgeted for miscellaneous expenses				3,000.00
		Line Items Total		3,000.00
0001-68 OPERATING MATERIALS & SUPP	2,500	2,500	500	2,500
<b>Line Item Detail</b>				
1 This account is used for daily operating materials and supplies in the office.				2,500.00
		Line Items Total		2,500.00
<b>Total EXECUTIVE MANAGEMENT</b>	<b>786,245</b>	<b>784,945</b>	<b>753,845</b>	<b>721,633</b>

## PROGRAM DETAIL

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<b>Bureau:</b> Office of the Mayor	<b>No:</b> 000-01-0201	<b>Department:</b> Non-Departmental	<b>Program:</b> Executive Management	<b>No:</b> 0001
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### Program Description:

This program is the responsibility of the Executive Branch of City government, which includes the supervision of all departments that deal with the health, safety, and general welfare of the citizens of the community. Responsibilities of the department include the consideration of legislation and co-execution of all bonds, notes, contracts, and written obligations with City Council and the City Controller. The Communication Manager serves as a liaison for Administration policy, information services and certain website coordination. The Special Assistant to the Mayor represents the Mayor in community functions, programs, project development and education and training programs. This is a bi-lingual (preferred) position which also deals with constituent services and resident complaint handling.

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### Goal(s):

To provide high quality executive management of the government by providing direction for program administration and delivery of services, with an emphasis on public safety which consumes 56 percent of the city General Fund Budget.

To represent the City's interest on City, County, State and Federal levels of government.

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### Measurable Budget Year Objectives and Long-Range Targets:

- To maintain open lines of communications with the general public as well as the business, industrial, labor, cultural and education sectors, and social service agencies of the community and other levels of government, in order to facilitate identification of needs and delivery of services to meet these needs.
- To foster a closer relationship with Federal, State, and other local governmental entities and elected officials as well as civic and social organizations in efforts to coordinate and strengthen delivery of services.
- To maintain and improve City services for all citizens while emphasizing responsible fiscal management.
- To analyze the storage of City records and make recommendations for improvement.
- Coordination of Authorities, Boards and Commissions appointments.
- Constituent services and complaint handling.
- Response to citizens from website inquiries.



<b>Impact/Output Measures</b>	<b>2018 Actual</b>	<b>2019 Actual</b>	<b>2020 YTD</b>	<b>2021 Actual</b>	<b>2022 Target</b>
Number of Meetings in Attendance:					
General Public	30	40	60	60	24
Business, Industry & Labor	20	20	7	60	3
Federal & State	3	5	0	10	2
Other Local	6	6	0	10	50
Elected Officials	28	32	12	20	58
Staff	175	250	167	250	123

The Mayor has numerous conversations with constituents and conducts business over the telephone.

2020 Year-to-Date figures are pre/post COVID-19 pandemic up to the month of July.

2022 Target amounts were taken from the calendar from January to July 2021.

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**01 NONDEPARTMENTAL**  
**0301 CITY CONTROLLER**  
**0001 AUDIT AND COMPLIANCE**

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Prop. Budget</b>
0001-02 PERMANENT WAGES	128,284	128,284	128,284	130,494
0001-04 TEMPORARY WAGES	10,000	3,500	3,500	0
0001-08 LONGEVITY	730	730	730	838
0001-12 FICA	10,635	10,635	10,635	10,047
<b>Line Item Detail</b>				
1 FICA				10,046.90
		Line Items Total		10,046.90
0001-14 PENSION	15,327	15,327	15,327	17,262
<b>Line Item Detail</b>				
1 MMO				17,262.00
		Line Items Total		17,262.00
0001-16 INSURANCE - EMPLOYEE GRP	51,324	51,324	51,324	50,892
<b>Line Item Detail</b>				
1 INS				50,892.00
		Line Items Total		50,892.00
0001-26 PRINTING	150	150	150	150
<b>Line Item Detail</b>				
1 Managed Print Service - per IT				150.00
		Line Items Total		150.00
0001-28 MILEAGE REIMBURSEMENT	100	100	100	100
<b>Line Item Detail</b>				
1 Mileage reimbursement for travel to outside bureaus for audits				100.00
		Line Items Total		100.00
0001-32 PUBLICATIONS & MEMBERSHIP	1,200	1,200	1,200	1,200
<b>Line Item Detail</b>				
1 Memberships and subscriptions for AuditNet; Institute of Internal Auditors; GFOA; Association of Local Government Auditors; ACFE				1,200.00
		Line Items Total		1,200.00
0001-34 TRAINING & PROF. DEVELOP	1,600	1,600	1,600	3,600
<b>Line Item Detail</b>				
1 ACL Training Webinars, Local Institute of Internal Auditors, and GFOA seminars				3,600.00

**CITY OF ALLENTOWN  
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**01 NONDEPARTMENTAL**  
**0301 CITY CONTROLLER**  
**0001 AUDIT AND COMPLIANCE**

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Prop. Budget</b>
		Line Items Total		3,600.00
0001-50 OTHER SERVICES & CHARGES	1,000	0	0	1,000
<b>Line Item Detail</b>				
1 Funds to support the Intern Program				1,000.00
		Line Items Total		1,000.00
0001-68 OPERATING MATERIALS & SUPP	1,500	750	750	1,500
<b>Line Item Detail</b>				
1 Office supplies as needed throughout the year and office furniture.				1,500.00
		Line Items Total		1,500.00
<b>Total AUDIT AND COMPLIANCE</b>	<b>221,850</b>	<b>213,600</b>	<b>213,600</b>	<b>217,083</b>

## PROGRAM DETAIL

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<b>Bureau:</b> City Controller	<b>No:</b> 000-01-0301	<b>Department:</b> Non-Departmental	<b>Program:</b> Audit & Compliance	<b>Program No:</b> 0001
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### Program Description:

The Controller has financial oversight of City finances independent of the Executive and Legislative branches and reviews all expenditure of the Mayor, City Council and City Boards, Commissions and Agencies.

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### Goal(s):

- To provide independent oversight of the City's financial affairs.
  - To provide audit reports to the Mayor, City Council and public.
  - To support the City's pension funds as secretary.
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### Measurable Budget Year Objectives and Long-Range Targets:

- To review weekly check runs and P-card reports in a timely manner.
  - To complete bank reconciliations in a timely manner.
  - To annually audit some of the City's revenue contracts.
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	2018 Actual	2019 Actual	2020 Actual	2021 YTD	2022 Target
Impact/Output Measures					

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### Budget Priorities:

As the public approved the ballot question granting the Controller the authority to do performance audits it is expected that training funds will be directed to upgrading the skills necessary to successfully complete that kind of audit.

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**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**01 NONDEPARTMENTAL**  
**0501 LAW**  
**0001 LEGAL SERVICES**

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Prop. Budget</b>
0001-02 PERMANENT WAGES	633,412	633,412	633,412	659,932
0001-08 LONGEVITY	1,317	1,317	1,317	1,978
0001-12 FICA	48,557	48,557	48,557	50,636
<b>Line Item Detail</b>				
1 FICA				50,636.12
		Line Items Total		50,636.12
0001-14 PENSION	61,308	61,308	61,308	69,048
<b>Line Item Detail</b>				
1 MMO				69,048.00
		Line Items Total		69,048.00
0001-15 Employee - Health Insurance Opt Out	1,508	1,508	1,508	1,508
0001-16 INSURANCE - EMPLOYEE GRP	205,296	205,296	205,296	203,568
<b>Line Item Detail</b>				
1 INS				203,568.00
		Line Items Total		203,568.00
0001-26 PRINTING	800	800	800	800
<b>Line Item Detail</b>				
1 Managed Print Service - per IT				800.00
		Line Items Total		800.00
0001-28 MILEAGE REIMBURSEMENT	600	600	75	175
<b>Line Item Detail</b>				
1 Mileage Reimbursement				175.00
		Line Items Total		175.00
0001-32 PUBLICATIONS & MEMBERSHIP	17,140	17,140	17,140	20,400
<b>Line Item Detail</b>				
1 Lexis Advance Legal Research				10,000.00
2 Bar Association Membership (FT)				3,000.00
3 PA Attorney License Fees (FT)				1,500.00
4 Lehigh County System Access Fee				400.00
5 PACER				200.00
6 Westlaw Legal Research Books				2,100.00

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**01 NONDEPARTMENTAL**  
**0501 LAW**  
**0001 LEGAL SERVICES**

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Prop. Budget</b>
<b>Line Item Detail</b>				
7 Bar Association Inn of Court Membership				750.00
8 Paralegal Certification and Membership				250.00
9 IMLA Membership				1,200.00
10 Library Practice Book Update				1,000.00
		Line Items Total		20,400.00
0001-34 TRAINING & PROF. DEVELOP	4,200	4,200	4,200	5,000
<b>Line Item Detail</b>				
1 Annual CLE Requirements				4,200.00
2 Paralegal continuing education requirements				800.00
		Line Items Total		5,000.00
0001-44 LEGAL SERVICES	267,000	262,500	135,000	305,000
<b>Line Item Detail</b>				
1 Outside Legal Counsel				250,000.00
2 Bond Counsel				9,000.00
3 Trexler-Related Litigation				3,000.00
4 Human Resource Matters				5,000.00
5 Allentown Zoning Hearing Board				28,000.00
6 Concession Lease Agreement				10,000.00
		Line Items Total		305,000.00
0001-50 OTHER SERVICES & CHARGES	3,500	8,000	13,500	15,000
<b>Line Item Detail</b>				
1 Filing Fees, Notice Fees, Records				15,000.00
		Line Items Total		15,000.00
0001-68 OPERATING MATERIALS & SUPP	1,000	1,000	1,000	1,000
<b>Line Item Detail</b>				
1 Office Supplies not stocked internally				1,000.00
		Line Items Total		1,000.00
0001-72 EQUIPMENT	1,000	1,000	1,000	1,000
<b>Line Item Detail</b>				
1 Misc. equipment as needed				1,000.00
		Line Items Total		1,000.00
<b>Total LEGAL SERVICES</b>	<b>1,246,638</b>	<b>1,246,638</b>	<b>1,124,113</b>	<b>1,335,045</b>

## PROGRAM DETAIL

<b>Bureau:</b> Law	<b>No:</b> 000-05-0501	<b>Department:</b> Non-Departmental	<b>Program:</b> Legal Services	<b>No:</b> 0001
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### Program Description:

The Solicitor's Office provides legal services to the City. The legal services provided include: advocating before courts and other tribunals to pursue and protect City interests and enforce City laws; advising City government as to legal matters; preparing and reviewing legal documents; supervising outside counsel; reviewing and drafting legislation; and handling of Right to Know Law requests. The Office employs full-time attorneys who are appointed as solicitors and oversees outside counsel who are retained to handle specialized matters.

### Goal(s):

- To provide legal counsel to city government concerning its affairs in a diligent and discerning manner in accordance with the Office's responsibilities under the City of Allentown's Home Rule Charter and applicable laws.
- To litigate City matters in the most effective and economic means through the appropriate use of solicitors and retained counsel.
- To prepare, review and, when appropriate, negotiate, legal documents including contracts, leases, and easements.
- To draft and revise Ordinances for City government.

### Measurable Budget Year Objectives and Long-Range Targets:

#### Increase in-house handling of matters.

**Assignment of negligence cases inhouse.** Continue to use inhouse counsel for handling of negligence cases as extensively as possible. Inhouse counsel can handle numerous components of litigation at a fraction of the cost of outside counsel. *However, being able to continue to do so requires the City to recruit and retain appropriate personnel.*

**Continued use of paralegal experience of staff.** Extensive paralegal preparation work is being done in-house to reduce the need for it to be done by outside counsel. *Being able to continue to do this though depends on our retaining our paralegal expertise.*

**Continued and increased involvement in code enforcement matters.** Continue the trend of increasing attorney appearances at code enforcement matters before our Courts. Use of counsel helps enhance the presentation of the issues and encourages outcomes in conformance with applicable laws.

**Continued and increased involvement in tax actions with the Department of Finance.** Continue the trend of increased attorney assistance with both property tax assessment proceedings and business privilege tax collection proceedings.

**Greater use of Solicitor's Office for advisory functions.** The Solicitor's Office has recruited and, to this point, retained the most experienced attorney staff the Office has had. This staff brings extensive experience in handling municipal matters and in the creation of law applicable to municipalities. An experienced staff can provide better informed legal opinions (directions). An experienced staff is more likely to stand by the law and to resist pressures to do otherwise. It is anticipated that an incoming Administration will use the Solicitors Office to assist in identifying and using appropriate legal means to advance and defend Administration policy objectives that will move the City forward.



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**Budget Priorities:**

The Solicitor's Office priorities are in large part determined by the goals and plans of the various City branches of government, departments, bureaus, authorities, boards and commissions. This office serves those entities. The goals and plans of those entities establish legal needs. Solicitor Office budgeting is in significant part a reaction to the actions taken and proposed by those entities. The Solicitor's Office has noticed the following trends over the last few years:

Increased demand for the advisory function of the Solicitor's Office by Administration Departments.

Increased demand for the advocacy function of the Solicitor's Office by Administration Departments.

Greater enforcement of City Ordinances (Code, noise, nuisance, tax) involving more Solicitor involvement.

Recruiting and retaining appropriately experienced personnel to fulfill the objective of handling more legal matters inhouse.

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**01 NONDEPARTMENTAL**  
**0609 GENERAL AND CIVIC**  
**0001 GENERAL AND CIVIC**

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Prop. Budget</b>
0001-30 RENTALS	138,291	138,291	138,291	141,756
<b>Line Item Detail</b>				
1 Municipal garage rent (Vultee St) Jan-Oct				117,640.00
2 Municipal garage rent (Vultee St) Nov. - Dec.				24,116.00
		Line Items Total		141,756.00
0001-32 PUBLICATIONS & MEMBERSHIP	70,361	70,361	70,361	70,361
<b>Line Item Detail</b>				
1 Pennsylvania Municipal League annual membership dues and PELRAS				47,319.00
2 National League of Cities annual membership dues				9,300.00
3 US Conference of Mayors annual membership dues				12,242.00
4 Sister Cities				1,500.00
		Line Items Total		70,361.00
0001-40 CIVIC EXPENSES	50,000	33,000	33,000	50,000
<b>Line Item Detail</b>				
1 LV Active Life				15,000.00
2 Liberty Bell Shrine of Allentown				500.00
3 Friends of the Parks				5,500.00
4 Social and Heritage Organizations				29,000.00
		Line Items Total		50,000.00
0001-46 OTHER CONTRACT SERVICES	389,000	389,000	389,000	404,000
<b>Line Item Detail</b>				
1 Allentown Parking Authority				204,000.00
2 PA unemployment insurance benefits				200,000.00
		Line Items Total		404,000.00
0001-50 OTHER SERVICES & CHARGES	267,520	267,520	267,520	267,520
<b>Line Item Detail</b>				
1 County and school district R/E taxes owed by city for city-owned property.				11,000.00
2 New Employee PMRS Enrollment				2,000.00
3 Stormwater fee for city-owned property				254,520.00
		Line Items Total		267,520.00

**CITY OF ALLENTOWN  
PROGRAM BUDGET**

**000 GENERAL**  
**01 NONDEPARTMENTAL**  
**0609 GENERAL AND CIVIC**  
**0001 GENERAL AND CIVIC**

<b>Account Number</b>	<b>2021 Budget</b>	<b>2021 Adj. Budget</b>	<b>2021 A&amp;E</b>	<b>2022 Prop. Budget</b>
0001-55 PROPERTY REPAIRS	40,000	40,000	40,000	40,000
<b>Line Item Detail</b>				
1 Repairs/renovations as needed to city-owned rental properties				40,000.00
		Line Items Total		40,000.00
0001-78 CONTINGENCY	350,000	119,516	119,516	300,000
<b>Line Item Detail</b>				
1 Unbudgeted Expenses - Finance Director approval needed for the use of these funds.				300,000.00
		Line Items Total		300,000.00
0001-88 INTERFUND TRANSFERS	13,545,352	14,131,124	12,677,714	11,362,967
<b>Line Item Detail</b>				
1 Transfer to Risk Fund for Property and Casualty expenses				971,350.00
2 Debt Fund Transfer				8,911,615.00
An Additional \$65,816 will come from Liquid Fuels				
3 Transfer to Equipment Fund				836,145.00
Annual Lease Payments				
4 Transfer to Hamilton St. Dam Maintenance Fund				1,000.00
5 Loan Installment 7 of 7 Payment to Solid Waste Fund				642,857.00
		Line Items Total		11,362,967.00
<b>Total GENERAL AND CIVIC</b>	<b>14,850,524</b>	<b>15,188,812</b>	<b>13,735,402</b>	<b>12,636,604</b>

## PROGRAM DETAIL

<b>Bureau:</b> General and Civic	<b>No:</b> 000-01-0609	<b>Department:</b> Non-Departmental	<b>Program:</b> General and Civic	<b>Program No:</b> 0001
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### Program Description:

This program exists to capture the payment of general expenditures and interfund transfers not allocated to bureau programs. City contributions to various local civic agencies are funded and distributed through this budgetary program. In addition, General Obligation debt expense and General Fund support for the Equipment Fund is budgeted in this program.

### Goal(s):

To provide for timely payment of centralized expenditures and processing of inter-fund transfers in support of bureau activities.

### Measurable Budget Year Objectives and Long-Range Targets:

- To support local civic agencies whose activities provide a service to the citizens of Allentown and improve the quality of life in the community.
- To support selected membership in national and state organizations (i.e., Pennsylvania League of Cities).
- To provide for timely payment of unemployment insurance benefits.
- To fund the General Fund's portion of workers' compensation and property/casualty liability administered by the Risk Management Fund.
- To allocate the funding for the Equipment Fund expenditures.
- To allocate the funding for General Obligation Debt Service payments.
- To allocate the funding for General Fund contributions to the Capital Fund.

<b>Impact/Output Measures</b>	<b>2019 Actual</b>	<b>2020 Actual</b>	<b>2021 Estimated</b>	<b>2022 Budgeted</b>
Total Amount of Civic Support (40)	\$78,900	\$33,008	\$33,000	\$50,000
Number of Agencies Supported	5	5	5	5
Unemployment Insurance Benefits Cost (46)		\$338,948	\$200,000	\$200,000
Transfer to Risk Management Fund (88)	\$2,603,334	\$3,447,256	\$3,551,543	\$1,728,826
Transfer to Debt Service Fund	\$8,150,272	\$8,706,963	\$8,299,297	\$9,463,831
Transfer to Equipment Fund for Lease Payments	\$466,511	\$471,355	\$471,355	\$836,145
Transfer to Capital and Equipment Fund for Capital Needs		\$0	\$0	\$0